

Staff Services Analyst (SSA)

TRANSFER EXAM TESTING



Department of General Services (DGS); Building Standards Commission; First 5-Children and Families Commission; CA Law Revision Commission; CA Transportation Commission; Commission on State Mandates; Commission on California State Government Organization & Economy (Little Hoover Commission); Emergency Medical Services Authority; Office of Administrative Law; Public Employment Relations Board; Santa Monica Mountains Conservancy; Seismic Safety Commission; Business, Consumer Services & Housing Agency; San Gabriel Rivers and Mountains Conservancy; State Independent Living Council; California Commission on Disability Access; San Diego River Conservancy; and California Citizen's Redistricting Commission.

WHO SHOULD APPLY: Competition is limited to employees who are currently employed by the DGS or any of the agencies, boards, councils, or commissions listed above, and those who have a commitment date for hire with the DGS and any of the agencies, boards, councils, or commissions listed above who meet the requirements to laterally transfer to the SSA classification. State Personnel Board Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfer.

HOW TO APPLY: Applications are available upon request and may be filed in person or by mail. Resumes alone will not be accepted. Applications (Form 678) must be **POSTMARKED no later than the final filing date**. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. **FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
ATTENTION: DOLORES BALLEJOS

MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

To ensure a timely response, please write **"SSA Transfer Exam"** in the **"Examination(s) or Job Title(s) for which you are Applying"** area or box on the Application (STD 678).

FILING PERIOD: The final filing date is **June 10, 2016**. Applications received after the final filing date will not be accepted.

TESTING PERIOD: Unsuccessful candidates who do not attain a passing score **MUST WAIT 6 MONTHS FROM THE DATE OF DISQUALIFICATION** before retaking the exam at any state Department, Agency, Board, or Commission, etc. Future testing will be evaluated on an as-needed basis.

NOTE: Effective immediately, the retake period for the transfer examination has been changed to six (6) months. Candidates that failed the examination within the last 6 months or prior may reapply during this publicity period.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark Box 2 on the STD. 678 Standard State Application. You will be contacted to make specific arrangements.

WRITTEN TEST DATE: Written tests will be scheduled in **June 2016** throughout the State as the number of candidates and conditions warrant. Candidates will receive written notice of testing no less than five working days before their scheduled date. **No Rescheduling Permitted.**

SALARY RANGES: Range A: \$2873 - \$3600 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$3111 - \$3895 per month. This range shall apply to persons who have satisfactorily completed the equivalent to six months of Staff Services Analyst (General) or Staff Services Analyst, Fair Political Practices Commission, or Management Services Technician (Range B), and may apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing analytical personnel, budget, or administrative duties similar to those of a Staff Services Analyst.

Range C: \$3731 - \$4671 per month. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission (Range B), experience; and may apply to persons who have the equivalent of 18 months of satisfactory experience outside the State service performing analytical personnel, budget, or administrative duties similar to those of Staff Services Analyst (General).

EXAMINATION INFORMATION: The examination will consist of a written test weighted pass or fail. **A passing score on the written transfer exam is indefinite.**

WRITTEN TEST SCOPE:

1. Quantitative Analysis
2. Data Analysis and Interpretation
3. Workload Management/Project Management Scenarios

QUESTIONS: For questions regarding the SSA transfer exam policy, please call (916) 376-5444